

Oregon Incident Reporting Advisory Commission



Supporting and improving the Oregon Fire Incident Reporting System

MEETING MINUTES

Wednesday, February 13, 2019

10:00 a.m. - 12:00 p.m.

OSFM Headquarters

3565 Trelstad Avenue SE

Salem, OR 97317

Reginald B. Madsen Conference Room

Attendees/Representing

Claire McGrew - Commission Sponsor

Candice Clark - Commission Support

Dave Gulledege - Eugene Springfield Fire*

Gert Zoutendijk - Lake Oswego Fire Department*

Kayla Brookshire - Commission Chair

Paul Rydings - Jackson Co Fire Dist 3*

Sara Mohan - Bend Fire Department*

*indicates remote attendance

Welcome/Introductions - Meeting started at 10:02 AM

Kayla welcomed members and let them know that she is the new Analytics & Intelligence Unit Program Coordinator and Commission Chair.

Approval of meeting minutes

Commission members approved the August 8, 2018 meeting minutes.

Old Business

Confined fires requirement:

- Members approved the updates to the confined fire requirement.
- Kayla will have the system configured to reflect those changes prior to the next meeting.

Lift assist plus one code:

- Members discussed and approved adding Incident Type plus one code 3111 - Lift Assist with PCR.
- Kayla will communicate this change to the right audience once it is completed using the A&I NFIRS Users Listserv, Gate Wye, and email.

Mutual aid reporting procedure:

- Members discussed current coding practices for move scenarios.
- Kayla will amend the current procedure to reflect move up scenarios prior to the next meeting.

New Business

- JW suggested a plus one code be created for IFT (Interfacility Transfer) prior to the meeting by email.
 - Dave stated that Incident Type code 622 already captures this type of incident.
 - Kayla will conduct an analysis and revisit at the next meeting.
- Sara suggested a plus one code be created for medical UTL (Unable to Locate) in the 300 series.
 - Gert expressed his concern over the creation of multiple plus one codes.
 - Kayla will conduct an analysis and revisit at the next meeting.

Other Business

Elite Transition Update:

- Kayla let members know that we have all agencies transitioned from Fire Bridge into Elite.
 - Sara discussed that Kristy is completing Bend FD's NFIRS Legacy Data Imports.
- Sara wants to know if the state would be interested in tracking carbon monoxide alarm saves by creating supplemental questions that could be pushed out statewide.
 - Dave let members know that Eugene Springfield Fire would support this and asked if the supplemental questions would be dependent on specific incident type codes.
- Kayla will reach out to Sara for additional information.
- Kayla will reach out to the Adult Fire Prevention Program Coordinator for additional input.
- Kayla suggested we revisit this topic at the next meeting.

2018 NFIRS Reports Submission to National:

- Kayla reported that we have coordinated with Marion Long on a plan to resume the NFIRS submissions.

Website Changes:

- Kayla reported that our website was updated for standardization which has caused the loss of some resources and content. She let members know if they need any information that they are unable to locate on the new website to let us know and we will provide it to them.
 - Sara reported that she was unable to locate the Conflagration & Mobilization web page.
 - Candice will email a PDF version to Sara.

Profile Information Collected:

- Kayla reported that we created the profile in Survey Monkey and that Candice emailed this out early today February 13, 2019. The profile deadline is April 26, 2019.
 - Gert reported that he is unable to open the FDID by Name PDF document link.

Next meeting

Wednesday, May 8, 2019, 10:00 a.m. - 12:00 p.m. at OSFM Headquarters and teleconference.

Meeting adjourned at 10:45 a.m.